

4N WAIHEE
GOVERNOR



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES

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SEP 22 2 11 PM '87

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DIVISIONS:
ACCOUNTING
ARCHIVES
AUDIT
AUTOMOTIVE
CENTRAL SERVICES
PUBLIC WORKS
PURCHASING
SURVEY

September 16, 1987

COMPTROLLER'S MEMORANDUM NO. 1987-18

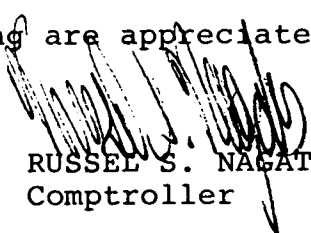
TO: All Department Heads
FROM: State Comptroller
SUBJECT: Smoking Policy

Pursuant to Acts 234 and 245, Session Laws of Hawaii, 1987, the attached policies regarding smoking in buildings under the jurisdiction of this Department have been adopted as of September 22, 1987. (See attached list of buildings identified as being under DAGS jurisdiction).

It will be the responsibility of this Department to post signs to inform the people utilizing these buildings that smoking will be prohibited, except in designated areas.

If occupants decide to allow smoking within areas permitted by law, appropriate signs can be provided by contacting Mr. Steven Fernandes, Administrator of our Central Services Division at Ext. 6900.

Your cooperation and understanding are appreciated.


RUSSEL S. NAGATA
Comptroller

Attachs.

BUILDINGS UNDER DAGS JURISDICTION

Island of Oahu:

Agriculture and Conservation	1428 South King Street
Archives (Records Center)	729-B Kakoi Street
Central Services Administration	729-B Kakoi Street
DSSH Supplies Storeroom	1417 Punchbowl Street
Federal and State Surplus	729 Kakoi Street
Furniture Warehouse	729-A Kakoi Street
Hale Auhau	425 Queen Street
Hawaii State Senior Center	1640 Lanakila Avenue
Hoopono Building and Annex	1901 Bachelot Street
Kalanimoku Building	1551 Punchbowl Street
Kam V (Post Office)	901 Bethel Street
Kamamalu Building	250 South King Street
Kaneohe Civic Center	45-260 Waikalua Road
Kapuaiwa Building	426 Queen Street
Keelikolani Building	830 Punchbowl Street
Kekauluohi Building (State Archives)	Iolani Palace Grounds
Kekuanaoa Building	465 South King Street
Kinau Hale	1250 Punchbowl Street
Liliuokalani Building	1390 Miller Street
Old Federal Building	335 Merchant Street
State Capitol	415 South Beretania Street
Wahiawa Civic Center	910 California Avenue

SMOKING POLICY FOR PUBLIC BUILDINGS
UNDER THE JURISDICTION OF THE
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
STATE OF HAWAII

I. PURPOSE

The purpose of this Policy is to protect the public health, comfort, and environment by providing a uniform statewide code to regulate smoking in public buildings.

II. SCOPE

This Policy shall be applicable only to those public buildings under the jurisdiction of the Department of Accounting and General Services, State of Hawaii and only to those specific areas within any such buildings that are open to the public as of September 22, 1987. Policies governing smoking within the office work place shall be adopted, implemented, and maintained by each individual agency of State Government.

III. AUTHORITY

This Policy has been established in accordance with those provisions contained in Act 234, Smoking in Public Places (H.B. No. 464, H.D. 1, S.D. 1, C.D. 1); Act 245, Smoking in the Work Place (S.B. No. 350, S.D. 1, H.D. 2, C.D. 1); the Hawaii Occupational Safety and Health Law; and any other code, law, ordinance, rule or regulation governing smoking.

IV. DEFINITIONS

- A. "Building" - any area enclosed by a roof and at least three walls.
- B. "Open to the Public" - areas within any building available to the general public during normal business hours.
- C. "Enclosed" - closed in by a roof and four walls with openings for ingress and egress. Areas commonly described as public lobbies are not enclosed for the purposes of this Policy.
- D. "Office Work Place" - any enclosed structure or portion thereof used by governmental entities.

Smoking Policy for Public Buildings
Under the Jurisdiction of the
Department of Accounting & General Services

- E. "Smoking" or "To Smoke" - inhaling and exhaling the fumes of burning tobacco or any other plant material, or burning or carrying any lighted equipment for smoking tobacco or any other plant material, or the personal habit commonly known as smoking.

V. PROVISIONS

- A. Smoking shall be prohibited in the following places within all public buildings under the jurisdiction of the Department of Accounting and General Services, State of Hawaii:
 - 1. Elevators in buildings open to and used by the public;
 - 2. Meeting or conference rooms open to the public;
 - 3. Auditoriums and community centers;
 - 4. Any restroom open to the public;
 - 5. Stairwells, corridors, and hallways open to the public;
 - 6. All areas open to the public, including service counters and reception or waiting areas; and
 - 7. Any area open to the public which has been designated by the person having control of the area as a non-smoking area and marked with a "Smoking Prohibited by Law" sign.
- B. Smoking in the office work place may be permitted when such preference is so indicated by a simple majority of employees in each specifically affected area and as further provided for in Section 3, Act 245, SLH, 1987.

VI. SIGNAGE

- A. Clearly legible signs which include the words "Smoking Prohibited by Law" with letters of not less than one inch in height shall be conspicuously posted by the person(s) having control of such places open to the public where smoking is prohibited.
- B. If the occupants within a facility decide to permit smoking within a specific area, Central Services Division, Department of Accounting and General Services, should be notified and signs designating such areas as a "Smoking Area" will be provided.